

CHURCH CROOKHAM PARISH COUNCIL

Finance and Policy Committee

Minutes of the Meeting of CHURCH CROOKHAM PARISH COUNCIL FINANCE & POLICY COMMITTEE

Date and Time: 8.00 pm Monday 11th October 2021
Place: Oak Hall, Church Crookham Community Centre, Boyce Road, Church Crookham
Present:
Councillors: Gareth Saunders (GSa) (Chair), Bruce Bulgin (BB), John Ford (JF)
Also: Claire Inglis (Clerk)

There were no members of the public present.

21/32	Apologies for absence Apologies had been received from Cllr Moss, Cllr Harris and Cllr Thorne Chair of the Finance & Policy Committee nominated Cllr Ford to attend the Finance & policy meeting.	
21/33	Dispensations To receive any written requests for disclosable pecuniary interest dispensations from members. No requests had been received	
21/34	Declaration of interest relating to any item on the agenda No declarations were made	
21/35	Chairman's Announcements: The chair had no announcements to make	
21/36	Public session This is an opportunity for members of the public to bring matters to the attention of the Finance Committee. There were no members of the public present to comment	

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21/37

Actual vs budget

To review the updated actual vs. budget figures for April to September 2021
Circulated

The actuals versus budget were reviewed.

Revenue

REVENUE - Summary Totals 2021-2022	Annual Budget	Actual year to date 6 months	Forecast 6 months	Likely out-turn	Variance
Total income	£ 313,476	£ 303,160	£ 50,920	£ 354,080	£ 40,604
Expenditure	£ 283,476	£ 144,670	£ 159,106	£ 303,776	£ 20,300
Projects	£ 11,000	£ 161,503	£ 10,257	£ 171,760	£ 160,760
EMR movements	£ 19,000	£ 140,786		£ 140,786	£ 159,786
Income/ Expenditure	0	£ 137,773	£ 118,443	£ 19,330	£ 19,330

Currently forecasting £19k surplus on income over expenditure.

Revenue Income: budgets for income were set low due to impact of Covid lockdowns
Football pitch hire forecast to double budget due to early start back of grass roots football and increased number of 5-a-side block bookings.
Community centre income also forecast to exceed budget although regular bookings are still at approx. 80% of pre covid levels.
Discretionary grant to be shown as Sundry Income £9,500 from Hart DC, which is to be used for Community Grants.
Now also experiencing high demand for private party bookings.
Concession's income to exceed budget – now have a coffee concession 6 days per week and 2 regular once-a-week evening bookings, 3rd booking due to start soon.
Bank interest – will fall below budget due to reduced/zero interest paid.
ESSO SLP easement - 70% of easement received to date plus additional payment re ground works in advance of project at Peter Driver.

Revenue Expenditure:

Employment costs subject to review as part of annual appraisal process potential to be over budget

Admin costs expected to be over budget:

- increase in license fees and software support due to move to cloud backups and service

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○ increase in CCTV charges due to running costs of new CCTV at Peter Driver Admin costs increases likely to be offset at year end by non-spend of parish events budget
Community grants – overspend to be off-set by £9,500 grant from Hart DC re community centre.
Community centre costs expected to be marginally over budget due to new hygiene contract, overspend on equipment (conference system for meetings & water heater for kitchen).
Peter Driver Premises – likely to be under budget
Grounds maintenance – over budget due to expenditure on tree management
Allotments, tennis courts & supplies all forecast to be on budget.
Projects – Planting due to exceed budget – extended to include hedging/shrubs as well as bulb planting.

At year end any surplus could be put in following EMRS:

- Highways & Transport project
- Athletics track improvements
- New EMR – Planting in Church Crookham

S106

S106 - Summary Totals 2021-2022	Annual Budget	Actual year to date 6 months	Forecast 6 months	Likely out-turn	Variance
Total income	£ 5,000	£ 1,366	£ 20,754	£ 22,120	£ 17,120
Expenditure	£ 77,950	£ 22,493	£ 60,590	£ 83,083	£ 5,133
Projects	£ 8,000		£ 8,000	£ 8,000	
EMR movements	£ 5,000	£ 22,841	£ 1,729	£ 21,112	£ 26,112
Income/ Expenditure	£85,950	£ 1,714	£ 49,565	£ 47,851	£ 38,099

S106 Income:

Interest received expected to be lower than budget due to low interest rates.
Outstanding developer funds = receipt due on installation of outstanding LEAP.

S106 Expenditure:

Open space maintenance expected to exceed budget by £5k due to LAPs project £12k costed there as well as other general maintenance carried out.

EMRs:

Represents bank interest received to date moved to the ear marked reserve.

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21/38	<p>Debtors' report To review and agree the debtors report. Circulated</p> <p>Debtors at 31/09/2021 £16,568.05</p> <p>£6k of which = grass pitch invoices for winter season 21/22. 50% of which should have been paid by 30th Sept. Facilities officer is chasing payment. In September Community centre invoicing was brought back in line with pre-Covid practise of issuing invoices in advance, therefore doubling the amount invoiced in Sept.</p>	
21/39	<p>Draft 3-year forecast and budget for 2022/2023 To review the 3-year forecast budget spreadsheet and to agree which projects should be included.</p> <p>Revenue income –</p> <ul style="list-style-type: none"> ○ Current year precept is £219,233 and the current tax base is 4074.96 giving a band D household precept of £53.80. The precept has remained at £53.80 since 2010. The tax base is not expected to change by any significant number following completion of Crookham Park. The forecast precept has been kept at this year's level. ○ little scope for any increase in income other than precept increase, increased bookings at community centre and increased ticketed parish events. ○ Conversation should start ref seeing an increase to Precept. <p>Revenue expenditure - 3% increase allowed on regular expenditure items.</p> <ul style="list-style-type: none"> ○ Only project scheduled for 22/23 is to start environmental impact investigation. ○ Peter Driver pavilion refurbishment project, (from EMR) likely to begin end of 21/22 with planning and public consultation, will take up office staff time. ○ On safety grounds would budget for increased CCTV coverage of the parish. 	
21/40	<p>S106 20-year expenditure forecast To review the draft 20-year forecast of S106 expenditure Circulated</p> <p>The 20-year forecast was reviewed with the projection of funds at least covering 20 years of maintenance costs for Crookham Park assets as per the S106 agreement. Tapering an increase in the future to ensure that any precept covers the ongoing costs as the S106 funds are utilised.</p>	

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21/41	<p>Fee charging schedule To review the fee charging schedule and recommend any amendments to Full Council</p> <ul style="list-style-type: none"> ○ Increasing the allotment rent from April 2023 to 60p per sq metre would require one year's notice. ○ Pre-school lease: 4.2 <i>The Licence Fee shall be reviewed annually and any increase will take effect on and from 1 September in each year of the Licence Period by lower of the change in the Consumer Price Index as published by the Office for National Statistics (or such index replacing the same) as assessed for the previous 12 months' period with a base date of July 2020 or the advertised rates for the Community Centre facility (as reviewed in April each year). The first such change shall take effect from 1 September 2021. If there is no increase or there is a decrease in the CPI then the Licence Fee shall remain the same as for the previous 12 months' period.</i> <p>The Consumer Prices Index (CPI) rose by 3.2% in the 12 months to August 2021, up from 2.0% in July: the increase of 1.2 percentage points is the largest ever recorded increase in the CPI National Statistic 12-month inflation rate series, which began in January 1997; this is likely to be a temporary change.ⁱ</p> <p>If no change in community centre rates no change to pre-school rates would be permissible.</p> <p>It was resolved to recommend to Full Council an increase in allotment rental to 60p per square metre and 2% to all fee charging rates Proposed GSa, seconded BB, all in favour.</p>	
21/42	<p>Investment quarterly review To review the performance of the council's investments</p> <p>Based on net asset valuation, which has improved since March 2021 from 293.64p to 314.11p, the current mid-market valuation of the CCLA investment has increased by £56,588.91 to £867,929.91. Original investment was £900,000. The investment is seen as a longer term e.g. 10 year investment. Dividend for July to September tbc.</p>	
21/42	<p>Date of next meeting: Monday 10th January 2022 8.00pm</p>	

The meeting closed at 8:50pm.

Signed:

Date:

ⁱ Source: <https://www.ons.gov.uk/economy/inflationandpriceindices/bulletins/consumerpriceinflation/august2021>